

DOCUMENT RESUME

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AUTHOR Jones, Roger A.
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ABSTRACT

Intended for students and researchers at the Elmer Holmes Bobst Library at New York University, this document is comprised of a group of nine short research guides which present selected library resources on specific research areas or for specific student groups. Included are library resources for journalism students, a research guide on international relations, library orientation for bilingual education, sources and services for politics students, library orientation for Mexican-Americans, library resources on migrants and migration, sources for research in educational history, a guide to government documents, and a fact sheet on congressional information sources. The typical format in each provides a list of useful subject headings, an annotated list of such reference materials as indexes, journals, and books, and a description of supportive library services, primarily interlibrary loan. (JL)

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SELECTED SOURCES, RESOURCES AND
SERVICES AT THE NEW YORK UNIVERSITY
BOBST LIBRARY

by

Roger A. Jones

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INFORMATION CENTER (ERIC) AND
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Congress

BOOKS IN THE CARD CATALOG ARE LISTED UNDER THE FOLLOWING SUBJECT HEADINGS:

Legislative hearings- United States
Governmental investigations-United States
United States. Congress.
---Committees
---elections
---Reform
---Rules and Practices
United States. Congress. House
United States. Congress. Senate

JOURNAL ARTICLES CAN BE LOCATED IN THE FOLLOWING PERIODICAL INDEXES

USPSD. United States Political Science Documents. Vol 1-, 1975-. Pittsburgh:
University Center for International Studies. (Z 7161.U67n) 7th Floor.

Public Affairs Information Service. Bulletin (PAIS). Vol.1-, 1915-
(Z 7163.P9) 7th Floor

GUIDES, DIRECTORIES AND HANDBOOKS

Congressional Quarterly. CQ Almanac. 1945-1977. (JK 1.C66) 7th Floor

Congressional Quarterly. Weekly Reports. 1963-date. (JK1.C67) 7th Floor

Congressional Quarterly. Congress and the Nation 1945-1976 (JK 1128.C6) 7th Floor

Congressional Quarterly. Congressional Roll Call 1976. (JK 1.C6635) 7th Floor

Barone, Michael, et. al. The Almanac of American Politics, 1978. 1978
(JK 271 .B343) 7th Floor

U.S. Code Congressional and Administrative News. (Documents Section-7th Floor)

The Washington Monitor. Congressional Yellow Book (request at Desk-7th Floor)

U.S. Congress. Official Congressional Directory (annual, request at Desk-7th Floor)

U.S. Government Manual (annual, request at Desk-7th Floor)

INDEXES TO CONGRESSIONAL PUBLICATIONS

CIS. Index to Congressional Publications, v.1-, 1970- (Index table-7th Floor)

CCH. Congressional Index. (Index table-7th Floor)

Library of Congress. Digest of Public General Bills and Resolutions (7th Floor-
Index table)

U.S. Superintendent of Documents. Monthly Catalog of United States Government Documents. 1895- (Index Table-7th Floor)

SELECTED CONGRESSIONAL PUBLICATIONS IN THE BOBST LIBRARY

CONGRESSIONAL RECORD. Library has in hard copy and microfilm. Generally received within one week of issue. Located in Documents Section-7th Floor

Congressional HEARINGS. Library has a complete microfiche set of Congressional hearings. 1970 to date use the CIS Index. Current Congress Hearings are also available in Hardcopy.

Congressional PRINTS. Library has a complete collection in microfiche. 1970 to date use CIS Index.

CALENDARS OF THE UNITED STATES HOUSE OF REPRESENTATIVES AND HISTORY OF LEGISLATION Library has current issues.

SENATE and HOUSE DOCUMENTS AND REPORTS. Library has 1970-date in hardcopy. This set, known as the Serial Set is available in the NYU Law School Library. Index to the Serial Set is available for use in the Documents Section.

Selected Sources and Services for Politics Students
NYU Bobst Library/ Feb. 1978

Dissertations

NYU Dissertations- The Bobst Library has Doctoral Dissertations of all NYU Graduate Schools except Law, Business Administration and Engineering. In the Southeast corner of the Catalog Room, NYU Dissertations are listed by year and then alphabetically by author. Hard copy dissertations are on the 10th Floor, microcopy on the 3rd Floor. The Subject guide to NYU Dissertations is New York University Doctoral Dissertations, 1887-1975, 3 volumes, with annual supplements. It is arranged by author and title and has a subject and a key work index. (Located in General Reference AS 30.6n)

Dissertations from other Universities- NYU has very few dissertations from other universities and colleges. These dissertations are available for purchase by the student, from University Microfilms in Ann Arbor. To locate these Dissertations use:

AS 30 Dissertation Abstract International (DAI) 1938-.M5

Indexes and abstracts only dissertations submitted to University Microfilms, not all dissertations. Each monthly issue lists dissertations within disciplines by key word. There is an annual author index, but no subject index since Vol 33. Use CDI for subject approach.

AS 30 Comprehensive Dissertation Index 1861-1972 (CDI) + annual supplements .X3n

Subject volumes classify dissertations in 22 disciplines by key words- nouns, proper names, technical terms taken from volumes. Author indexes in separate volumes.

From the subject index:

title	AN EMPIRICAL INVESTIGATION OF DEMAND AND	date of dissertation
author	SUPPLY IN A LOCAL JOB MARKET FOR WOMEN-	DAI: abstract is in volume 25, issue
university	SMITH, GEORGINA M (PHD 1954) RUTGERS	#3, page 1618
pagination	UNIVERSITY OF THE STATE UNIVERSITY OF NEW JERSEY 239p 25/03 p 1512 64-08556	microfilm or hardcopy order number *

From the author index:

author	VAIL, CURTIS C. D.	date of dissertation
title	LESSING'S RELATION TO THE ENGLISH LANGUAGE	single letter and date refer to
university	AND LITERATURE (PHD 1937) COLUMBIA	source of citation - NO abstract &
pagination	UNIVERSITY 220p 7/1937 p 92	NO microfilm order number **

Inter Library Loan

Inter Library Loan is located in the Reference Office (Main Floor)
It is a service for those engaged in research who need sources the Bobst Library does not have.

To Use Inter Library Loan:

1. Check the card catalog to make sure that the Bobst does not have a copy of the book you want. (Remember only Author cards are filed in the card catalog for other NYU Libraries)

2. If you do not find the book at NYU, locations can be found in:

BOOKS

National Union Catalog and its Register of Additional Locations- in the Catalog Room.

SERIALS

Union List of Serials and New Serial Titles- request in the Reference Room

3. To Locate titles in other New York City Libraries:

Fiction Catalog of the Research Libraries (Z 732.N7556)

or such special catalogs as:

Catalog of Council of Foreign Affairs (Z 881.C5)

Catalog of the Government Documents in the NYPL (Documents)

4. To Locate Special Collections in New York City use:

Special Libraries Directory of Greater New York (Z 881.N588D5) request at General Reference Desk.

A subject guide to special collections in the New York City Area.

Selected Important Indexes in Political Science

Z 7161.A214

ABC-Advance Bibliography of Contents: Political Science and Government.
1969- 8 issues a year.

Contains journal tables of contents; has subject index.

JA 8.16

International Political Science Abstracts, 1951- quarterly-

Abstracts articles from some 150 periodicals in Political Science. Classified in six major categories: 1) Political Science; 2) Political Theory 3) Government and Public Administration; 4) Governmental Process ; 5) Public Opinion, Parties, Groups and Elections ; 6) International Relations. There is a Subject Index in each issue.

American Statistics Index/ASI 1974-date, updated monthly.

An Index to U.S. Statistical Publications. In two parts, the Index Section, providing references to subjects, individual and corporate authors, publications, specific articles and tables. A "category index" permits searching by census divisions and Standard Metropolitan Statistical Areas (SMSA's), by commodities and income, and by age, race, sex, educational attainment, etc. The Abstract Section contains an abstract of the Document.

Medicare

- Enrollees extended care facility stays, analysis of length of prior hospital stay, 1969-71, 4706-2.84
- Enrollees, geographic index of reimbursement changes, 1969-70 and 1970-71, 4706-2.86
- Enrollees, hospital services and supplementary medical insurance services used, charges, by age, sex, region, 1966-71, series, 4746-1
- Enrollees, participating facilities and reimbursements, by State and region, comprehensive data series, 4746-2
- Enrollees, participating facilities, utilization, and reimbursement, FY72, 21784-3
- Enrollees, reimbursements, participating facilities, and admissions, by State, FY68-72, annual rpt., 4744-5
- Health expenditures, personal, by user characteristics and payment sources, 1970, 4188-10

4744-5

MEDICARE, FY68-72:
Selected State Data
Annual, 1974. viii+54 p.
SSA 74-11711. GPO 5083.
ASI/MF S/N 1770-00245.

Annual report summarizing basic medicare statistics for each State, D.C., and Puerto Rico for FY68-72. Data are presented on enrollment, amounts reimbursed, facilities, and utilization.

Contents: introduction and explanatory notes (p. v-vii); and 1 table, described below. The table is repeated for each of the following: all areas, including U.S. and outlying areas (p. 1); U.S. (p. 2); and each State, D.C. and Puerto Rico (p. 3-54).

Table presents statistics for FY68-72 on:

- a. Persons enrolled, as of Jan. 1, for hospital insurance (HI), supplementary medical insurance (SMI), and HI and/or SMI.
- b. Amounts reimbursed for HI and SMI, totals and per enrollee.
- c. Participating facilities: number and beds by type of facility, beds per 1,000 HI enrollees, home health agencies and independent laboratories.
- d. Admissions and admission rate: all hospital inpatient and skilled nursing facilities.

Reimbursements by region, State, and county, 1970, are contained in *Medicare: Health Insurance for the Aged: Amounts Reimbursed by State and County, 1971* (see ASI 1974, Retrospective Edition, 4744-1).

21784-3 Index.

② Monthly Catalog 1895-, updated monthly.

A subject, author and title catalog to U.S. Government Documents. Issued Monthly with a cumulated annual index in the December issue.

Subject Index

- Social security — United States.
- Annual report of the Social Security Administration, 77-16831
- Social security benefits for students, 77-16834
- Your social security check while you're outside the United States., 77-16255

77-16831

Y 4.W 36:WMCP 95-27

United States. Social Security Administration.

Annual report of the Social Security Administration. Washington, U.S. Govt. Print. Off.
iii, 24 cm.

At head of title: 95th Congress, 1st session. Committee print.

"Committee on Ways and Means, U.S. House of Representatives."

"Submitted to the Congress by the Department of Health, Education, and Welfare."

Report covers fiscal year 1976.

Oltem 1028

ISSN 0098-6380

Issued in two parts; Index Section and Abstract Section. The Abstract Section publishes an abstract of several types of congressional materials--hearings, prints, documents, reports and executive documents and reports. The accession number identifies the publications microfiche number. The Index Section offers access by subjects, names of individual and corporate authors, names of subcommittees, and popular names of bills, laws and reports. Additional indexes offer cross-references by bill numbers, report numbers, document numbers and names of committee and subcommittee chairmen.

Hospitals and nursing homes

AID administrative expenses Amer Schools and Hoops Abroad Program, FY76 approp, S181-62.22

Approp, FY75 supplemental for VA programs, S181-11.3

"Developments in Aging, 1974, and Jan-Apr 1975", S143-2

Fed employees' health benefits plans, ops review, H521-43.2

Medicare and medicaid programs regulations, evaluation, H781-33

Medicare program amendments, H783-27

Misprescribing of drugs, S541-1.5

Natl health insurance proposals, H781-3,

H781-5.4, H781-5.8, H781-6, H781-7,

H781-8, H781-9, H781-10, H782-129

Natl health planning and dev programs, H501-3.9

Natl health planning and dev programs, estab, H501-3

Natl Health Planning and Resources Dev Act programs, FY76 approp, S181-49.3

Natl Health Planning and Resources Dev Act text and background info, S542-3

Nursing home care, need for resident doctors, S142-5

Nursing home drug misuse, S132-1

Nursing home fires, S142-10

Nursing home on-site auditing; elderly in-home and community-based services in RI, H141-7

Nursing home reliance on untrained personnel, S142-9

Nursing home standards and care, oversight, S141-5, S141-6

Nursing homes and long-term care innovations and improvements, S142-12

S142

AGING, Special Committee on, Senate

Prints

S142-1

NURSING HOME CARE IN THE U.S.: FAILURE IN PUBLIC POLICY. Supporting Paper No. 2. Drugs in Nursing Homes: Misuse, High Costs, and Kickbacks. Jan. 1975. 94-1. xvii+243-317 p. \$1.20 S/N 052-070-02701-3. CIS/MF/3 Y4.Ag4:N93/5/no.2 10190(75). 75-601799.

Third of a projected series of twelve volumes by the Subcom on Long-Term Care on nursing home problems.

Part 1 of this volume presents data on questionable practices related to drug administration to the elderly in long-term care institutions, including such consequences as: errors in medication; theft and misuse; and adverse drug reactions. Also assesses responsibility for these and other drug-related problems by governmental and other entities. (p. 245-283)

Part 2 discusses evidence for, and extent of, nursing home kickbacks, whereby pharmacists furnishing prescription drugs to nursing homes are forced to pay back in cash or equivalent arrangements percentages of their charges. (p. 284-296)

Appendices (p. 297-317) include pertinent industry articles and correspondence, and text of statute regarding penalties for fraudulent acts and false reporting under medicare and medicaid.

SCCI/Social Science Citation Index 1973-

The SSCI covers over 100 important Social Science journals. SSCI consists of 4 major parts 1) citation Index; 2) Source Index 3) Corporate Address Index and Permuterm Subject Index

To Search SSCI:

Enter the Citation Index under the authors name- when located check the several possible references to locate the one that interests you. Under the year, journal volume and page number of this reference you will locate who has currently cited this particular work. Having noted the bibliographic citation of the authors who are citing the work with which we started, the researcher then turns to the Source Index section and obtains the complete bibliographic data for the works he has found. SSCI can be used to determine when a work has been cited by others as well as to identify researchers working on special problems of interest.

Research in Educational History/Sources

SUBJECT HEADINGS IN THE PUBLIC CATALOG

Books about Educational History can be located in the public catalog if you know the author's name, the book's title of the subject. Subject headings for educational history include:

Education-History
Comparative education
Teaching-History
Education, Ancient
Education, Medieval

ENCYCLOPEDIAS AND DICTIONARIES

An encyclopedia is a work in which various branches of knowledge or fields of learning are treated in separate articles, usually in alphabetical order. A dictionary is a reference work in which defined words and phrases used in any system or province of knowledge are listed usually with their meaning, spelling and etymology. Encyclopedias and Dictionaries useful to researchers in the History of Education include:

- LB Encyclopedia of educational research. Ed. by Robert
15 L. Ebel. 4th ed. London: Macmillan, 1969. 1522p.
.E45
1969 Includes analyses of educational problems, critiques
 of educational practices, and articles on various areas
 of specialization at all educational levels. Published
 every 10 years. Arrangement is alphabetical by broad
 topic.
- LB Good, Carter V. Dictionary of education. 2d. ed.
15 New York: McGraw-Hill, 1959. 676p.
.G75
1959 A scholarly dictionary of more than 25,000 professional
 and technical terms. Written by more than 1000 specialists.
- LB Encyclopedia of education. New York: Macmillan, 1971.
15 10 v.
.E4
 A comprehensive encyclopedia with more than 1,000
 signed articles. Arranged alphabetically by topic.
 Vol 10, the index, is alphabetical with cross references
 from subject headings to article title.
- LB Monroe, Paul ed. Cyclopedia of education. New York:
15 Macmillan, 1911-12.
.M75
 An education classic written by more than 1000 specialists
 including men like John Dewey and Franz Boaz. Contains
 over 7,000 entries on all aspects of education.

REFERENCE BOOKS

Reference books play a supporting role in instruction, research and communication. They range from sources for quick information to detailed explanations of complex problems. Reference books useful to researchers in the History of Education include:

L U.S. Office of Education. Digest of Educational
11 Statistics, 1962-. Washington, D.C. Government
.D48 Printing Office, Annual.

An abstract of statistical information on American education from kindergarten through graduate school. Has substantial subject index.

AZ UNESCO Statistical Yearbook. 1963-. Paris:
361 UNESCO. Annual.
.U45

Contains data from more than 200 countries and territories on natural area, population, education, libraries, etc. In 2 parts, Part 2 assembles most of the basic statistical information on public and private educational institutions.

LA Directory of American Scholars; a biographical
2311 directory. Ed. by the Jaques Cattell Pr. 6th ed.
.C32 New York: Bowker, 1974 4v.

6th ed.
1974

Has sketches of some 35,000 scholars in the humanities and social sciences with numerous cross references. Index at the end of volume 4.

LA Leaders in Education. 4th ed. New York: Jaques
2311 Cattell Pr./Bowker, 1971. 1097p.

.L4
4th
1971

Contains detailed biographical sketches of 15,000 educators in an alphabetic arrangement.

INDEXES TO JOURNAL ARTICLES

Indexes provide subject, author and title access to articles in journals. Major indexes of use to researchers in the field of Educational History include:

Z Education Index. 1929-. New York: Wilson.
7813 Monthly, with annual cumulation.

.E24

INDEX A detailed, cumulative subject index and guide
TABLE to articles in the professional literature.

- LB Research in Education (RIE) v.1-, 1966-.
 1028 Washington, Government Printing Office, Monthly.
 .A1
 INDEX Abstracts and indexes the documents processed by
 TABLE clearinghouses. Covers over 10,000 documents each
 year. Each document is indexes by author, institution
 and subject.
- Z Current index to journals in education (CIJE)
 5813 V.1-, 1969-. New York: CCM Information Corp.
 .C8 Monthly.
 INDEX
 TABLE A monthly indexing service that cites some 15,000
 articles per year from more than 500 journals in
 the field of education.

BIBLIOGRAPHY

A bibliography is a list of writings on a given subject or on a given author. Guides to bibliographies of use to researchers in the field of educational history include:

- Z Besterman, Theodore. A world bibliography of
 1002 bibliographies and of bibliographic catalogues,
 .B568 calendars, abstracts, digests, indexes and the like.
 1965 4th ed. rev. Lausanne: Societas Bibliographica,
 1965-66. 5v.
- An alphabetical subject arrangement of 117,187
 bibliographies with cross references. Education
 section is in vol.2 (p 1825-1913).
- Z Bibliographic index; a cumulative bibliography of
 1002 bibliographies. V. 1-, 1938-. New York: Wilson.
 .B594
- Extensive international coverage by subject of
 bibliographies that are published seperately,
 as parts of books or articles in over 1900
 periodicals.

DISSERTATIONS

A dissertation is a formal discourse or treatise. Dissertations done at most U.S. universities are collected and microformed in Ann Arbor, Michigan. They are available for purchase in hardcopy or film.

- AS Dissertation abstracts international. v.1-,
 30 1938-. Ann Arbor, Michigan; University Microfilms,
 .M5 Monthly.

Originally a single listing of doctoral dissertations with abstracts submitted to University Microfilms by participating universities. Since July 1966, it has been divided into 2 sections: Part A Humanities and Social Sciences and Part B Sciences and Engineering. Abstracts are listed alphabetically by author under subject. Keyword title index (since July 1969) and author index cumulate annually.

AS Comprehensive Dissertation Index, 1861-1972.
30 Ann Arbor, Michigan: Xerox University Microfilms,
.X3n 1973. 37v.

A comprehensive listing of virtually all dissertations accepted between 1861-1970. Vols 20-24 are Education. Vol 28 is History. There is an Author Index in vols. 33-37.

For assistance from librarians, contact the following:

History:

Gretchen Gross- U.S. History x3755

Sally Lyon- All other History x3024

Government Publications:

Roger Jones x7515

Education:

Lisa Warfield x7580

Barbara S. Marks x3677

Selected Library Resources on Migrants and Migration
November 6, 1978

Guides to the Literature:

Pomerance, Deborah and Diane Ellis. Ethnic Statistics. A Compendium of Reference Sources. Arlington, Va. Data Use and Access Laboratories, 1978. 133pp

A Compendium containing descriptions of both printed reports and machine-readable federal statistical resources which contain racial and/or ethnic information. (Request at Ref/7 Desk)

Gaquin, Dierdre and Diane Ellis. Ethnic Statistics: Using National Data Resources for Ethnic Studies. Arlington, Va. Data Use and Access Laboratories, 1978. 68pp

An introductory classroom guide designed to teach students how to use ethnic studies data.

(Request at Ref/7 Desk)

Guides to Government Documents

CIS/Congressional Information Service, 1970- (7th Floor Social Science/Documents)

An index and abstract to the publications of congress, including hearings, prints, documents and reports. All material in this index are available in microfiche in the Documents Center.

ASI/American Statistics Index, 1974- (7th Floor Social Science/Documents)

An index and abstract to the statistical publications of the U.S. government. All materials in this index are available in microfiche in the Documents Center.

United States. Superintendent of Documents. Monthly Catalog of United States Government Publications, 1895- date. (7th Floor Social Science/Documents)

An indispensable source of information about U.S. Government documents. Lists current publications of all agencies of the federal government alphabetically by title under the issuing department or bureau. Gives full title, paging, date and price. There is a subject index in each monthly issue since July, 1945 and an annual cumulative index for all volumes.

CCH. Congressional Index (7th Floor Social Science/Documents)

An index to the current status of legislation in the U.S. Congress. Updates weekly. The easiest way to locate current federal legislation.

Indexes and Abstracts

Human Relations Abstracts 1966- (Z 7165.U5.P2) (7th Floor Ref.)

An Abstract and Index of books, journals and other materials. Contains information about migrants and migration

Population Index 1969- (Z 7164.D3.P83) (7th Floor)

An index and abstract of worldwide studies of various aspects of the study of population. Includes a section on migration. Issued quarterly.

PAIS. Public Affairs Information Service, 1913- (7th Floor Social Science/Documents)
A listing, by subject, of current books, pamphlets, periodical articles,
and Government documents in the fields of economics, politics and public affairs.

Social Science Index 1907- (under various titles) AI 3.I6 (Ref. 7)

A Subject index to periodical articles in the Social Sciences. Issued monthly.

Sociological Abstracts 1952/53- (HM 1.S67) (7th Floor)

An index and abstract to articles, books and conference proceedings in Sociology
and related fields. Issued monthly. Has author and subject indexes.

For further assistance,

In the Social Science/Documents Center see:

Roger Jones- U.S. Documents, Political Science
Anita Shelton- Social Work, Sociology
Michael Lordi- Business, Economics, Corporate information
Mary Ann Stevens- United Nations and International Organizations
Bonnie Nelson- Anthropology

For assistance with general problems:

General Reference Desk-1st floor
Catalog Information Desk-1st floor

Government Documents, the official publications of a government, represent one of the most valuable research collections in a university library. Just as the actions of governments effect every aspect of our lives, publications of governments cover every conceivable topic. Government Documents include publications that are records of legislative bodies like the US Congressional Record as well as original scientific and behavioral research, popular publications and laws. A brief analysis of the subject content found in the Monthly Catalog or the United Nations Documents Index (UNDI) will reveal several monographs and serial publications on environment-related topics as well as almost any topic a researcher might choose. In annual reports of government agencies, in records of debate on the floor of the UN General Assembly or the US Congress and in the reports of special commissions can be found a government or its sub-divisions official position on most issues. Recent events in the Federal Government serve to point the importance to not only the researcher, but the citizen of knowing exactly what the Federal Government, the State Government and the United Nations are doing in such vital areas as Freedom of Information, Environmental Protection, Consumer Production, Foreign Affairs and World Peace. Because of the depository laws of the UN and the US, these official publications are available in one place. In all areas of your research you would be wise not to overlook this information source.

HOW TO LOCATE A DOCUMENT

All UN documents, documents of selected International Agencies, all US documents received as depository items since NYU was made an official depository library in 1967, selected publications of the 50 states and selected Metropolitan area area government documents are located in the DOCUMENTS CENTER on the 7th floor. Access to these publications is to be found in various indexes (a listing is attached). THESE PUBLICATIONS ARE NOT LISTED IN THE PUBLIC CATALOG.

Publications of Foreign governments, selected publications of the 50 states, and US government publications issued before 1967 ARE LISTED IN THE PUBLIC CATALOG. There is much duplication. A US Government Serial Publication may be in both the general collection, accessible by the use of the public catalog and in the Documents Center with a listing in the Documents Indexes. When in doubt, consult the Documents Librarian.

DOCUMENTS CLASSIFICATION SYSTEMS

Government Documents in the Documents Center are not classified under the Library of Congress Classification system. The LC classification which is used for books and serials, is a subject classification system. Documents classification systems are based on authorship, in this case the corporate author (government agency). The UN collection is arranged by the UN Documents Classification System and the US collection is arranged by the Superintendent of Documents Classification system.

Publications of International agencies are arranged first by agency and then by title.

THE UNITED NATIONS CLASSIFICATION SYSTEM

The emphasis in this system is on agency or corporate author rather than subject. The UN Classification system seems complex, it is not. Simply remember the following basic facts.

1. Letters indicate the main UN body issuing the document:

A-General Assembly; E-Economics and Social Council; S-Security Council; T-Trusteeship Council and ST-Secretariat. The specialized agencies use special abbreviations: FAO-Food and Agriculture Organization; GATT-General Agreement on Tariffs and Trade; IDA-International Development Association; ILO-International Labor Organization; WHO- World Health Organization.

2. The second component of the classification stands for the subdivision of the main organ: C-Standing Committee; AC-Ad hoc committee; SC-sub committee of a committee; CN-commissions; SUB-subcommissions; Conf.-Conference; and PC-Preparatory conferences.

3. Other components of the classification system are:

/add. (addendum); /Corr. (corrigendum); /INF (Information series); /Res. (resolution); /SR (Summary Record); and/WP (Working paper).

4. UN Sales number- some UN titles carry a sales number. This consists of the year (e.g. 1968); a subject category in Roman Numeral (e.g. XVII) and an individual title number (e.g. 1). Thus

68.XVII.1 indicates the publication Statistical Yearbook, 1967, published in 1968 belonging to the International Statistics category and the first publication in the category.

FOR ASSISTANCE IN USING THIS SYSTEM, SEE MS. STEVENS IN THE DOCUMENTS CENTER.

THE SUPERINTENDENT OF DOCUMENTS CLASSIFICATION SYSTEM

US publications, like UN are grouped according to corporate authors; that is the parent federal department or agency and its subordinate bureaus, offices, divisions, etc. and congressional committees and subcommittees.

Almost all of the corporate author symbols are alphabetical: A-Agriculture; C-Commerce; D-Defense ; EP-Environmental Protection Agency; J-Justice; S-State. Congressional publications have both X and Y designations. In the Sup.Docs. Classification system, these corporate author symbols are followed by numbers and letters separated by slashes, colons and periods which indicate sub divisions and titles. Thus the classification number Y 4. Ag 8/2: _____ can be read Y 4 (Congress) Ag 8/2 (Committee on Agriculture and Forestry of the Senate) and _____ the specific number for the individual publication.

FOR ASSISTANCE IN USING THIS SYSTEM, SEE MR. JONES IN THE DOCUMENTS CENTER.

A LISTING OF MAJOR INDEXES TO GOVERNMENT DOCUMENTS

US

Monthly Catalog of United States Government Publications, 1895-

A monthly publication listing publications issued by all branches of the federal government, including Congressional, departmental and bureau publications. Publications are listed by subject, author and title. MC is cumulated annually. An additional set of MC can be found in the Reference Room.

CIS/INDEX. 1970-

A monthly index and abstracting service (cum. annually) to the publications of the US Congress-hearings, Committee prints, House and Senate reports, etc. Indexed by subject, name of hearing, witness, author, subcommittee, popular name of law and report. Publications listed in CIS are available in hard copy in the Documents Center or in Microfiche in the Microforms area on the 3rd floor. An additional copy of CIS/INDEX is in the Reference Room.

UN

United Nations Documents Index, 1950-

A monthly index listing and indexing all documents and publications of the United Nations. Vols 1-13 (1950-62) include documents and publications of specialized agencies which are no longer covered since Vol. 14 (1963). Vols. 1-13 include an annual Cumulative Index and Cumulative Checklist issued separately.

From Vol 14- the monthly issues are superseded and replaced by separately issued Cumulative Index and Cumulative Checklist.

Cumulative Index 1950- Annual.

Vol 1 to date replaces monthly indexes of UNDI.

Vol 14 (1963) to date consists of two separately issued parts;

Part 1-a consolidation of the 12 monthly issues and Part 2-

a consolidated list by symbol of all documents and publications issued by the UN and received at the Dag Hammarskjold Library.

Includes a consolidated list of mimeographed documents in Official Records and a list of sales publications.

CUMULATIVE CHECKLIST-

Replaces the monthly checklist of UNDI.

OTHER MORE DETAILED INDEXES ARE AVAILABLE FOR US, UN, NY STATE, AND NYC DOCUMENTS-CONSULT DOCUMENTS LIBRARIAN.

Library Orientation / Mexican-Americans

TO LOCATE BOOKS: Look in the Public Catalog(1st Floor) under the following subjects:

Art, Mexican American
Children, Mexican American
Mexican American Youth
Mexican Americans
Mexicans in the United States
-Biography
-Education
-Employment
-Ethnic Identity
-History
-Housing
-Politics
-Social Life and customs
-Women
Mexican Americans and drugs
Mexican Americans and mass media
Mexican Americans and Television

TO LOCATE JOURNALS: Check the following Indexes:

America, History and Life, 1964/65- (Z 1236.A48- Ref/1)

Issued three times each year. Contains Abstracts to Journal articles with author and subject index. Part B, Contains Books Reviews; Part C. Bibliography and Part D is an annual index.

Current Index to Journals in Education, CIJE. 1969- (Z5813.C8 - Ref/1)

Monthly with annual cumulations. Annotated entries plus subject and author indexing for over 700 journals.

Education Index , 1929- (Z 5813.E24 -Ref/1)

A monthly author and subject index to about 250 periodicals, proceedings, yearbooks and government publications, with annual cumulations.

Resources in Education, 1966- (LB 1023.A1.R46 Ref/1)

Monthly, with annual cumulations. Abstracts research, books, publications of associations and of government agencies. Subject, author and institutional indexes. Full text of most on microfiche in the Microform Center, 3rd Floor.

Social Sciences Index, 1974- (AI 3.S63n Ref/7)

Supersedes Social Science and Humanities Index. An author and subject index to periodicals in anthropology, area studies, economics, political science, public administration, sociology. Contains a listing of book reviews.

BIBLIOGRAPHIES : Major bibliographies include the following:

Jordan, Lois B. Mexican-Americans. Resources to Build Cultural Understanding. Littleton, Colorado: Libraries Unlimited, 1973. 265pp (Z1361.M4.J67 MEZZ)

A selected, annotated bibliography of books, films, recordings, etc on historical backgrounds, cultural heritage and social, economic and political problems of Mexican Americans. Contains biography, information about Mexican-American Organizations as well as a listing of Chicano Press and periodicals and Newspapers.

Pino, Frank. Mexican-Americans: A Research Bibliography. East Lansing, Michigan State University. 1974 2 vols. (v.1, 631 pp v.2 728pp)
(Z 1361.M4.P55 v.1 &2 MEZZ)

A bibliography divided into 35 general areas. Materials include books, monographs, M.A. Thesis, Ph.D Dissertations, articles and government documents, An Excellent Bibliography.

Trejo, Arnulfo D. Bibliografia Chicana: A Guide to Information Sources. Detroit: Gale, 1974. 193pp (Z1361.M4.T63 MEZZ)

Monographs dealing with Chicanos. Divided into five major sections: General Reference works, Humanities, Social Sciences, History and Applied Sciences. Contains a directory of Chicano Newspapers and Periodicals.

Talbot, Jane Mitchell and Gilbert R. Cruz. A Comprehensive Chicano Bibliography. 1960-1972. Austin: Pemberton Press, 1973. 375 pp
(Z 1361.M4 T 34n MEZZ)

Divided by subject with sections for literature, fiction and children's literature. Contains Books, periodical articles and government documents.

Woods, Richard Donovan. Reference materials on Mexican Americans: An Annotated Bibliography. Metuchen, N.J.: Scarecrow Press, 1976. 190pp
(E 184.M5.W66 REF/1)

A guide to bibliographies, dictionaries, archives, geneological records, biographies and directories.

Inter Library Loan

Inter Library Loan is located in the Reference Office (Main Floor)
It is a service for those engaged in research who need sources the Bobst Library does not have.

To Use Inter Library Loan:

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2. If you do not find the book at NYU, locations can be found in:

BOOKS

National Union Catalog and its Register of Additional Locations- in the Catalog Room.

SERIALS

Union List of Serials and New Serial Titles- request in the Reference Room

3. To Locate titles in other New York City Libraries:

Dictionary Catalog of the Research Libraries (Z 732.W7556)

or such special catalogs as:

Catalog of Council of Foreign Affairs (Z 881.C5)

Catalog of the Government Documents in the NYPL (Documents)

4. To Locate Special Collections in New York City use:

Special Libraries Directory of Greater New York (Z 881.W588D5) request at General Reference Desk.

A subject guide to special collections in the New York City Area.

United States Government Publications

CIS/Congressional Information Service, 1970-

An index and abstract to the publications of congress, including hearings, prints, documents and reports. All materials in this index are available in microfiche in the Documents Center

ASI/American Statistics Index, 1974-

An index and abstract to the statistical publications of the U.S. Government. All materials in this index are available in microfiche in the Documents Center.

Bibliographic Index. v.1- 1937/42- (Z 1002.B594 REF/1)

A subject list of bibliographies published separately or appearing as parts of books, pamphlets and periodicals. Selection is made from bibliographies which have fifty or more citations.

Dissertations

NYU Dissertations- The Bobst Library has Doctoral Dissertations of all NYU Graduate Schools except Law, Business Administration and Engineering. In the Southeast corner of the Catalog Room, NYU Dissertations are listed by year and then alphabetically by author. Hard copy dissertations are on the 10th Floor, microcopy on the 3rd Floor. The Subject guide to NYU Dissertations is New York University Doctoral Dissertations, 1887-1975, 3 volumes, with annual supplements. It is arranged by author and title and has a subject and a key work index. (Located in General Reference AS 36.M46n)

Dissertations from other Universities- NYU has very few dissertations from other universities and colleges. These dissertations are available for purchase by the student, from University Microfilms in Ann Arbor. To locate these Dissertations use:

AS 30 Dissertation Abstract International (DAI) 1938-
.M5

Indexes and abstracts only dissertations submitted to University Microfilms, not all dissertations. Each monthly issue lists dissertations within disciplines by key word. There is an annual author index, but no subject index since Vol 33. Use CDI for subject approach.

AS 30 Comprehensive Dissertation Index 1861-1972 (CDI) annual supplements
.X3n

Subject volumes classify dissertations in 22 disciplines by key words- nouns, proper names, technical terms taken from volumes. Author indexes in separate volumes.

From the subject index:

title	AN EMPIRICAL INVESTIGATION OF DEMAND AND SUPPLY IN A LOCAL JOB MARKET	date of dissertation
author	SMITH, GEORGINA M. 1940 1941 1942 1943	DAI: abstract is in volume 25, issue #3, page 1613
university	UNIVERSITY OF CALIFORNIA	
pagination	JERSEY 1130 (1941 1942)	microfilm or hardcopy order number *

From the author index:

author	VAIL, CURTIS C. D.	date of dissertation
title	TEACHING'S RELATION TO THE CHILD LANGUAGE AND LITERATURE 1942 1943 1944	single letter and date refer to source of citation - NO abstract & NO microfilm order number **
university	UNIVERSITY OF CALIFORNIA	
pagination	UNIVERSITY 2235 (VAIL)	

Library Orientation/Bilingual Education

TO LOCATE BOOKS: Look in the Public Catalog (1st Floor) under the following subjects:

Education, Bilingual (LC 3701-3744)

---Law and Legislation

Bilingualism

Intercultural Education

Minorities-Education

TO LOCATE JOURNALS: Check the following Indexes all located in the first floor,
General Reference Room.

Education Index, 1929- (Z5813.E24)

A monthly author and subject index to about 250 periodicals, proceedings, yearbooks and government publications, with annual cumulations. For articles on Bilingual Education look under the subject headings:

Bilingual Education

Bilingual Teachers

Bilingualism

Current Index to Journals in Education (CIJE) 1969- (Z5813.C3)

Monthly, with annual cumulations. Annotated entries plus subject and author indexing of over 700 journals. For articles on Bilingual Education look under the subject headings:

Bicultural Education

Bilingual Education

Bilingual Students

Bilingual Teachers

Bilingualism

Resources in Education, 1966- (LB 1023.A1 R46)

Monthly, with annual cumulations. Abstracts research, books, publications of associations and of government agencies. Subject, author and institution indexes. Full text of most on microfiche in the Microform Center, 3rd Floor. For articles and publications on Bilingual Education look under the subject headings:

Bicultural Education

Biculturalism

Bilingual Education

Bilingualism

Bilingual Students.

Language Teaching and Linguistics Abstracts, 1963 (P 51.L36)

Formerly Language Teaching Abstracts. Quarterly. Abstracts articles on teaching modern languages, including English as a second language. Includes Book Reviews. For articles on Bilingual Education look under the subject headings:

Bilingualism

LLBA Language and Language Behavior Abstracts. 1967- (P 1.L203)

Quarterly with annual index. Articles on the nature and use of language from almost 100 journals in many languages. Includes book reviews. For articles on bilingual Education look under the subject heading:

Bilingualism
Bilingual Teaching

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NYU Dissertations- The Bobst Library has Doctoral Dissertations of all NYU Graduate Schools except Law, Business Administration and Engineering. In the Southeast corner of the Catalog Room, NYU Dissertations are listed by year and then alphabetically by author. Hard copy dissertations are on the 10th Floor, microcopy on the 3rd Floor. The Subject guide to NYU Dissertations is New York University Doctoral Dissertations, 1887-1975, 3 volumes, with annual supplements. It is arranged by author and title and has a subject and a key work index. (Located in General Reference AS 36.N46n)

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AS 30 Dissertation Abstract International (DAI) 1933-
.M5

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AS 30 Comprehensive Dissertation Index 1861-1972 (CDI) annual supplements
.X3n

Subject volumes classify dissertations in 22 disciplines by key words-nouns, proper names, technical terms taken from volumes. Author indexes in separate volumes.

From the subject index:

title	AN EMPIRICAL INVESTIGATION OF DEMAND AND SUPPLY IN A LOCAL JOB MARKET FOR WOMEN	date of dissertation
author	SMITH, GEORGINA M (PH.D. 1954) STANFORD UNIVERSITY THEORETICAL PSYCHOLOGY	DAI: abstract is in volume 25, issue
university	JOHNS HOPKINS UNIVERSITY	#3, page 1618
/pagination	64-01554	microfilm or hardcopy order number*

From the author index:

author	VAIL, CURTIS C. D.	date of dissertation
title	LEARNING RELATION TO THE ENGLISH LANGUAGE	single letter and date refer to
university	UNIVERSITY OF CALIFORNIA	source of citation - NO abstract &
/pagination		NO microfilm order number**

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SERIALS

Union List of Serials and New Serial Titles- request in the Reference Room

3. To Locate titles in other New York City Libraries:

Dictionary Catalog of the Research Libraries (Z 732.N7556)

or such special catalogs as:

Catalog of Council of Foreign Affairs (Z 881.C5)

Catalog of the Government Documents in the NYPL (Documents)

4. To Locate Special Collections in New York City use:

Special Libraries Directory of Greater New York (Z 881.N588D5) request at General Reference Desk.

A subject guide to special collections in the New York City Area.

United States Government Publications

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An index and abstract to the publications of congress, including hearings, prints, documents and reports. All materials in this index are available in microfiche in the Documents Center

ASI/American Statistics Index, 1974-

An index and abstract to the statistical publications of the U.S. Government. All materials in this index are available in microfiche in the Documents Center.

International Relations/
A Selected Research Guide

I. Guides to the Literature of International Relations

Brock, Clifton. The Literature of Political Science. New York, Bowker, 1969

A basic introduction to library materials and research methods in political science. Part B includes a chapter on International Relations. See chapter 6 for publications of international organizations.

Mason, John Brown. Research Resources: Annotated Guide to the Social Sciences Santa Barbara, California, ABC-Clio, 1968-1971.

Provides access to books, periodicals, newspapers and government publications. Vol. 1 "International Relations and Recent history: indexes, abstracts and periodicals" Vol 2 "Official Publications: U.S. government, international organizations, and statistical sources."

II. International, National and Regional Bibliographies

Foreign Affairs Bibliography; A Selected and Annotated List of Books in International Relations. New York, Published by Harper for the Council on Foreign Relations, Four volumes: 1919-32, 1932-42, 1942-52, 1952-62.

Based on bibliographies appearing quarterly in Foreign Affairs, revised and enlarged. Deals with all aspects of international affairs, and covers history, politics, diplomacy, economics, international law, world organization, etc.

United Nations. Library. United Nations Documents Index. New York, 1950-date. Monthly.

Lists the documents and publications of the United Nations. Subject and title indexes.

United States. Superintendent of Documents. Monthly Catalog of United States Government Publications, 1895-date.

An indispensable source of information about U.S. public documents. Lists current publications of all agencies of the federal government alphabetically by title under the issuing department or bureau. Gives full title, paging, date and price. There is a subject index in each monthly issue since July, 1945 and an annual cumulative index for all volumes.

Public Affairs Information Service 1913-

A listing by subject of current books, pamphlets, periodical articles, and government documents in the fields of economics and public affairs.

United States Political Science Documents, 1975-

An index and abstract to periodical articles. Has author, subject, journal and geographic index.

Social Science Index. New York, H.W. Wilson, 1907-date (1907-1965, title was International Index to Periodicals, and 1965 to 1973 was Social Science and Humanities Index)

Author and subject index to a selected list of periodicals in the social sciences. Published quarterly with cumulative volumes.

New York Times Index, 1851-1906, 1911, 1913-date

III. Yearbooks:

Statesman's Yearbook. New York, Macmillan, 1864-date

A concise and reliable manual of descriptive and statistical information about the governments of the world. A valuable feature is the selected bibliography of statistical sources and other books of reference for each country.

IV. United States Government Publications

CIS/Congressional Information Service, 1970-

An index and abstract to the publications of congress, including hearings, prints, documents and reports. All materials in this index are available in microfiche in the Documents Center

ASI/American Statistics Index, 1974-

An index and abstract to the statistical publications of the U.S. Government. All materials in this index are available in microfiche in the Documents Center.

For further assistance,

In the Social Science/Documents Center see:

Roger Jones- U.S. Documents, Political Science
Anita Shelton- Social Work, Sociology
Michael Lordi- Business, Economics, Corporate information
Mary Ann Stevens- United Nations and International Organizations

For assistance with general problems:

General Reference Desk-1st floor
Catalog Information Desk-1st floor

Selected Library Resources for Journalism Students

PAIS. Public Affairs Information Service, 1913- (7th Floor Social Science/Documents)
A listing, by subject, of current books, pamphlets, periodical articles, and Government documents in the fields of economics, politics and public affairs.

CIS/Congressional Information Service, 1970- (7th Floor Social Science/Documents)
An index and abstract to the publications of congress, including hearings, prints, documents and reports. All material in this index are available in microfiche in the Documents Center.

ASI/American Statistics Index, 1974- (7th Floor Social Science/Documents)
An index and abstract to the statistical publications of the U.S. government. All materials in this index are available in microfiche in the Documents Center.

United States. Superintendent of Documents. Monthly Catalog of United States Government Publications, 1895- date. (7th Floor Social Science/Documents)
An indispensable source of information about U.S. Government documents. Lists current publications of all agencies of the federal government alphabetically by title under the issuing department or bureau. Gives full title, paging, date and price. There is a subject index in each monthly issue since July, 1945 and an annual cumulative index for all volumes.

Congressional Record. Library has in hard copy and microfilm. Generally received within one week of issue.

Congressional Directory. Annual (7th Floor Social Science/Documents)
Includes biographical data for members, standing, joint, select and special committees with assignments of members, foreign representatives and consular offices in the U.S. and members of the media entitled to cover the Congress. Has individual name index.

Barone, Michael. The Almanac of American Politics, 1978. (JK 271.B343) 7th Fl.
Contains an analysis of each congressional district and state. Contains voting records and evaluations of each congressman.

Government Manual. Annual (7th Floor)
Includes descriptions of the organization and structure of the federal government. Has names of officials and addresses of agencies. Essential for the complete organization of the Federal structure.

Statistical Abstract of the United States. Annual (7th Floor)
Published annually since 1879; a basic guide to the major statistical surveys of the federal government. Following every table, some notes refer the user to the issuing unit where more comprehensive data can be found. Also useful for historical statistics is Historical Statistics of the United States: Colonial Times to 1970.

New York State Statistical Yearbook. (7th Floor)
An annual statistical guide to New York State Statistics. Similar to the U.S. Stat. Abstracts but for NY only.

The New York Redbook. Annual (7th Fl)
A yearbook of information concerning the State, the organization of the state government and the officers of the departments.

New York Legislative Manual. Annual- (7th Floor)

Contains the state constitution, government structure and organization-information about the state legislature and its members.

Index to Current Urban Documents Quarterly and Annual. (7th Floor)

A listing of the publications of over 250 american cities. The Documents Center has all NYC publications in these indexes.

The City of New York Offical Directory. (7th Floor)

Also called the Green Book. A guide to the structure of the NYC government, its officals and theraddress of each agency. Has an index useful for finding further information about NYC government.

For further assistance,

In the Social Science/Documents Center see:

Roger Jones- U.S. Documents, Political Science

Anita Shelton- Social Work, Sociology

Michael Lordi-Business, Economics, Corporate information

Mary Ann Stevens- United Nations and International Organizations

Sonnie Nelson- Anthropology

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